



Information Fact Sheet 3

Certifying copies of documents

What is a certified copy?

Frequently, several people or organisations need to hold a particular document. For instance, a prospective employer may require proof that a person holds a qualification required for a position. The original document would normally be retained by the owner, so a photocopy may be accepted by the employer if it is certified as a true copy.

Who can certify a copy?

There is no legislation in Western Australia that stipulates either how to certify a copy of a document or who can do it. However, it is usual for documents to be certified by a person who is authorised as a witness for statutory declarations under Schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005*.

How do I certify a copy?

Before certifying a document, you must ensure that the copy to be certified is an identical copy of the original. A suggested wording for the certification is as follows:

I certify that this is a true copy of the document produced to me on <date>.

Signature

Name

**Qualification (eg JP, Pharmacist, State/Commonwealth Public Servant,
Police Officer, Nurse etc)**

Registration Number (if applicable)

The person certifying the document is stating their opinion that the document is a **true copy**, not that the original document is authentic. Certifying a copy does **not** in any way 'authenticate' either the copy or the original document.

Documents in languages other than English

You should not certify a document in a language other than English unless you can be sure that the original and the copy are identical. A solution to this is to have the original photocopied in your presence.

Multiple page documents

If the original is a multiple page document, each page must be checked against the copy to ensure that it is correct. You can then proceed as follows:

- Sign or initial each page
- Number each page of the copy as 'page 1 of 40', 'page 2 of 40' and so on
- Certify the last page as follows:

I certify that this <number of pages> page document, each page of which I have numbered and signed/initialled, is a true copy of the document produced to me on <date>.

Signature

Name

Qualification (eg JP, Pharmacist, State/Commonwealth Public Servant, Police Officer, Nurse etc)

Registration Number (if applicable)

For more information on this Fact Sheet, please refer to the [Justice of the Peace Handbook](https://www.wa.gov.au/organisation/departments/justice/become-justice-of-the-peace) available on <https://www.wa.gov.au/organisation/departments/justice/become-justice-of-the-peace>.

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